



## NASA Partners with DoD to Accommodate Employees with Disabilities

### Special points of interest:

- CAP provides assistive technology and services to federal employees with disabilities to ensure they have equal access to the information environment, at no charge to the agency.
- CAP also provides assessments and technical assistance, to help ensure that employees with disabilities have an equal opportunity to participate in programs and events offered by federal training facilities.



Deputy Administrator  
Frederick D. Gregory

On January 15, 2003, NASA and the Department of Defense Computer/Electronic Accommodations Program (CAP) launched a new partnership between the two agencies. Deputy Administrator Frederick D. Gregory welcomed the NASA/CAP relationship as he outlined NASA's commitment to increase accessibility for employees with disabilities.

CAP provides assistive technology and services to federal employees with disabilities to ensure they have equal access to the information environment, at no charge to the agency. Assistive technology is available for people who are blind or low vision, deaf or hard of

hearing, or have dexterity, cognitive or communication disabilities. These services are now available to NASA employees.

The ceremony, at the Washington, DC Headquarters building, included remarks from Dinah F. B. Cohen, the CAP Director, and Troy Justesen, President George W. Bush's disability policy advisor.

For more information on CAP and this new resource for NASA, please visit the CAP Website at [www.tricare.osd.mil/cap](http://www.tricare.osd.mil/cap).



CAP Director, Dinah F. B. Cohen, highlights ergonomic solutions for NASA's Assistant Administrator for Equal Opportunity Programs, Dr. Dorothy Hayden-Watkins

(Article submitted by CAP)

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## New Security Awareness Course in Development

With the nation now more than ever focused on security related issues, and needing a better way to deliver required annual education, Goddard Space Flight Center is developing a Security Awareness and Education module to be hosted on SOLAR for their employees.

"We liked the Security and Safety Awareness Module that NASA Headquarters developed for their employees a few years ago and thought a web-based platform would also work very well here at our Center" said Shawn Boesen, Security Program Support Specialist at Goddard.

Goddard is formatting their Security Education and Awareness Module after the annual HQ Information Technology

awareness training that all employees are required to take. "We needed a system that was user friendly, visually interesting, easy to update, and most importantly could provide us with the ability to gather participation metrics, something that is very difficult to attain using traditional education deliveries" he said.

"Goddard researched other vendors, but found the SOLAR system to be the most cost competitive and they offer excellent on-going support resources" said Mr. Boesen.

For further information, please contact Shawn M. Boesen at (301) 286-7233 or by e-mail at [Shawn.M.Boesen@nasa.gov](mailto:Shawn.M.Boesen@nasa.gov).

## SOLAR Team Supports JPL's Training

After addressing the specific registration requirements for the JPL/NASA workforce, the SOLAR team held a "SOLAR Day" at JPL in Pasadena, CA.

The two-day event successfully introduced SOLAR and the many courses available. Of particular interest was the mandatory Basic IT Security 2003 course.

According to Carolyn De Baca, Information Technology Education & Training Coordinator, JPL hopes to have it's entire JPL and NASA workforce complete the IT Security training before the June deadline.

As part of the on-going support, JPL held an open house the following week to ensure the registration

process went smoothly and that users had a positive learning experience.



*Carolyn De Baca and Dr. Tony Lopez at JPL*

## Disability Accessibility Training Program

The Offices of Equal Opportunity Programs and Human Resources and Education are jointly developing a comprehensive Agency-wide Disability Accessibility Training Program.

To this end, a NASA Disability Training Team has been established by the NASA Office of Equal Opportunity Programs. The team is comprised of members from Headquarters Operations, Human Resources, Information Technology, Management Systems, Procurement, and Public Affairs.

The purpose of the training program is to provide accessibility education and awareness training and to address managerial and supervisory responsibilities related to the Disability Program.

The Disability Accessibility Training Program is comprised of three components:

Phase 1: Web Based training for all NASA employees.

Phase 2: Part 1-Web-based; Part 2-Classroom-based, for all NASA

managers and supervisors.

Phase 3: Classroom-based for first-line supervisors and program specialists.

For further information, please contact Lynda Sampson at (202) 358-0938.

## New Courses on SOLAR

### Property Responsibility

*(JSC-001-03)*

The Property Responsibility Training course provides all NASA Employees—civil servants and contractors—the opportunity to obtain information necessary to understand their responsibilities as government property users and to provide an overview of JSC's Property Management Process.

Topics address how to maintain control of the government property in their possession so as to prevent losses and identifies the required forms for each appropri-

ate action, provides website links to the listings of the property administrators and property custodians for the individual organizations, and instructs the user on the basic knowledge as to the proper care and management of government property assigned to them.

### Purchase Card Program

*(LRC-001-03)*

This course covers the NASA Purchase Card Program and is designed to provide refresher training for NASA employees with

government purchase cards and those that are designated as approving officials.

### Hazard Communication

*(ARC-001-01)*

This course provides general Hazard Communication training for NASA employees. A lesson about Ames Research Center's written Hazard Communication Plan is included for Ames employees.

## The Role of E-learning-Part II-NASA's E-learning Strategic Plan

*(The following article is part of a three-article series on e-learning. Part I focused on America's vision for it's workforce. Part II discusses NASA's E-learning Strategic Plan. Part III will discuss how NASA's plan ties directly to all e-learning projects and initiatives in 2003.)*

Many agencies and institutions are faced with difficult and often confusing choices when considering alternatives in learning technologies. Technologies can range from audio to video, CD-ROM to web-based, e-books to full motion video, one-way to interactive, and synchronous to asynchronous. Administrators, managers, and learners can quickly become overwhelmed by the number of options. Each comes with its own set of issues and concerns including cost, scope, security, available support systems, and often requires the training of a full support staff.

Industry experts agree that to ensure successful implementation of e-learning, organizations must develop a formal framework to

identify e-learning goals, objectives, and strategies. This plan must take into consideration overall learning requirements and expected results, as well as the current learning culture, organizational structures, and be aligned with overall agency goals and objectives.

So beginning in the fall of 2001 and continuing through the Spring of 2002, NASA's e-Learning Steering Committee authored the first draft of NASA's e-Learning Strategic plan. The committee, made of representatives from each NASA Training Center and the IT community, took into consideration the overall mission and strategic plan of the agency, as well as the *ONE NASA Initiative* and the *President's Management Agenda*.

Specifically, the strategy, which will be updated as necessary, serves to:

- Place the NASA "e-learning vision" in perspective

- Identify and explain current NASA technology supported learning efforts
- Outline the major goals, objectives and strategies to be implemented over the next 6-24 months
- Provide a written plan to determine priorities and allocation of resources to guide NASA's e-learning ventures
- Provide rationale for the adoption of e-learning standards at NASA
- Support continued development of e-learning programs with regular evaluation of training data
- Set Milestones

Although the plan has not been formally adopted by NASA, it is already serving as an effective foundation to bring together ad-hoc efforts across agency, involve and engage IT and other business units in e-learning, and assist in identification of processes and standards at NASA.

*(cont'd on page 4)*

## SOLAR CCB Holds its First Meeting in January

The SOLAR Configuration Control Board (CCB) held its first meeting in January. The board, made up of four voting members, will continue to meet on a monthly basis the last Friday of each month at 11 AM (EST). Wil Harkins (Safety and Mission Assurance) is presently serving as the chairperson. The other members are

Patricia Pahlavani (IFMP), Dick Clapper (IT Security), and Jim Wilk (Headquarters Training Office).

The CCB will address all user enhancement requests sent to SOLAR through the Change Control Request (CCR) or 1620 process.

According to Wil Harkins, the

CCB's role is to "ensure that user needs and suggestions for improvement are formally evaluated for implementation within SOLAR."

*(cont'd on page 4)*

"OUR GOAL IS TO CLEARLY UNDERSTAND THE ENHANCEMENT REQUESTS SUBMITTED BY USERS AND THEN ACCOMMODATE USER NEEDS..."



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Interested in using SOLAR for your training needs?  
Please contact:

Dr. Tony Lopez (858) 495-0508

For technical development questions, please contact:

Marisa Wofford (256) 544-7482

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### **SOLAR CCB Holds its First Meeting in January***-cont'd*

“Our goal is to clearly understand the enhancement requests submitted by users and then accommodate user needs, as well as adopt improvements that benefit all SOLAR users” he said.

Users may fill out a Change Control Request by going to the Resources page on SOLAR and clicking on the link. Those submitting Change Control Requests for user enhancements may be invited to provide further explanation and clarification to the CCB board.

### **The Role of E-learning Part II-NASA's e-Learning Strategic Plan***-cont'd*

Furthermore, although it is anticipated that over the next 24 months the plan will continue to develop as new opportunities emerge and environmental changes impact NASA, the overall goal of promoting successful implementation of e-learning in a cohesive and unified manner will remain intact.

For questions or a copy of the plan, please contact Dan Costello at [dcostello@htshq.com](mailto:dcostello@htshq.com).

*(Article submitted by Dan Costello)*

### **Letter from the Editor**



We hope you enjoy reading this issue of the NASA e-Learning Newsletter. The previous issues are available online at the SOLAR website, <https://solar.msfc.nasa.gov>

If you'd like to submit an article, please contact Mercedes Sironi at [msironi@htshq.com](mailto:msironi@htshq.com). The next publication is due in May.